

**PROGRAMMED APPROPRIATION AND OBLIGATION
BY OBJECT OF EXPENDITURE**

OFFICE/SPECIAL PURPOSE APPROPRIATIONS: **OFFICE OF THE CITY TREASURER**

Object of Expenditure	Account Code	Past Year 2013 (Actual)	Current Year 2014 (Estimate)	Budget Year 2015 (Proposed)
1.0 Current Operating Expenditures				
1.1 Personal Services				
Salaries and Wages – Regular	1091- 701	7,643,085.36	10,399,188.00	10,413,984.00
Overtime/Night Pay	1091- 723	682,471.45	250,000.00	250,000.00
PERA	1091- 711	1,085,933.33	1,296,000.00	1,296,000.00
Representation Allowance	1091- 713	142,262.50	142,500.00	142,500.00
Transportation Allowance	1091- 714	142,262.50	142,500.00	142,500.00
Clothing and Uniform Allowance	1091- 715	230,000.00	270,000.00	270,000.00
Productivity Enhancement Incentive	1091- 717	1,217,000.00	108,000.00	108,000.00
Cash Gift	1091- 724	225,000.00	270,000.00	270,000.00
Year-End Bonus	1091- 725	659,428.00	866,599.00	867,832.00
Life & Retirement Insurance Premiums	1091- 731	907,661.96	1,247,904.00	1,249,679.00
PAG-IBIG Contribution	1091- 732	54,300.60	64,800.00	64,800.00
PHILHEALTH Contribution	1091- 733	88,761.82	311,977.00	312,421.00
ECC Contribution	1091- 734	53,393.06	64,800.00	64,800.00
Terminal Leave Benefits	1091- 742	300,911.04	-	-
Other Personnel Benefits	1091- 749	309,938.78	82,863.00	82,981.00
TOTAL PERSONAL SERVICES:		13,742,410.40	15,517,131.00	15,535,497.00
1.2 Maintenance and Other Operating Expenses				
Travelling Expenses - Local	1091- 751	456,015.98	202,400.00	230,000.00
Office Supplies Expenses	1091- 755	347,403.80	445,280.00	506,000.00
Accountable Forms Expenses	1091- 756	328,700.00	572,000.00	650,000.00
Telephone Expenses - Landline	1091- 772	65,593.06	120,000.00	120,000.00
Telephone Expenses - Mobile	1091- 773	12,000.00	24,000.00	24,000.00
Internet Expenses	1091- 774	9,180.00	30,000.00	30,000.00
Repair and Maintenance - Office Equipment	1091- 821	9,100.00	44,000.00	50,000.00
Repair and Maintenance - IT Equipment and Software	1091- 823	7,465.00	88,000.00	100,000.00
Other Maintenance and Operating Expenses	1091- 969	47,944.01	44,000.00	50,000.00
TOTAL MAINTENANCE AND OTHER OPERATING EXPENSES:		1,283,401.85	1,569,680.00	1,760,000.00
2.0 Capital Outlay				
NONE				
TOTAL CAPITAL OUTLAY:		-	-	-
3.0 Financial Expenses				
NONE				
TOTAL FINANCIAL EXPENSES				
TOTAL APPROPRIATION:		15,025,812.25	17,086,811.00	17,295,497.00

Prepared:

RUBEN E. BALBOA
City Treasurer

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor

PERSONNEL SCHEDULE

Budget Year : 2015
Province/City/Municipality : Bago City

OFFICE: **OFFICE OF THE CITY TREASURER**

Item Number	Position Title	Name of Incumbent	Current Year 2014 Authorized Rate/Annum		Budget Year 2015 Proposed Rate/Annum		Increase/Decrease
			SG/Step	Amount	SG/Step	Amount	
1	CITY TREASURER	Ruben Balboa	25/2	619,260.00	25/3	626,064.00	6,804.00
2	ASSISTANT CITY TREASURER	Rose Marie G. Tan	23/1	525,132.00	23/2	530,904.00	5,772.00
ADMINISTRATIVE DIVISION							
3	RECORDS OFFICER III	-Vacant-	18/1	-	18/1	-	-
4	CLERK II	Maribel M. Gonzaga	4/4	131,316.00	4/5	132,636.00	1,320.00
PROPERTY DIVISION							
5	CLERK I	Ma. Carmen Y. Lopez	3/4	122,160.00	3/4	122,160.00	-
CASH DIVISION							
6	CASHIER IV	-Vacant-	22/1	486,228.00	22/1	486,228.00	-
7	CASHIER III	Lida A. Oquiana	18/4	369,324.00	18/4	369,324.00	-
8	CASHIER II	-Vacant-	14/1	262,704.00	14/1	262,704.00	-
9	CASHIER I	Leda F. Famoso	10/3	200,664.00	10/4	202,668.00	2,004.00
10	DISBURSING OFFICER II	Luni Pahilanga	8/8	182,508.00	8/8	182,508.00	-
11	DISBURSING OFFICER II	Nenita Dormido	8/8	182,508.00	8/8	182,508.00	-
12	DISBURSING OFFICER II	Bernadette Sinconiegue	8/3	173,640.00	8/4	175,380.00	1,740.00
LICENSE AND LAND TAX DIVISION							
13	LOCAL REV. COLL. OFFICER IV	-Vacant-	22/1	486,228.00	22/1	486,228.00	-

14	REV. COLL. CLERK III	Wilson Lagansoa	9/7	194,244.00	9/8	196,188.00	1,944.00
15	COMPUTER OPERATOR I	Ma. Victoria V. Dayot	7/4	163,140.00	7/4	163,140.00	-
16	REV. COLL. CLERK II	Alma A. Toquirre, (04/16/14)	7/1	158,352.00	7/1	158,352.00	-
17	REV. COLL. CLERK II	Armando Amos	7/8	169,764.00	7/8	169,764.00	-
18	REV. COLL. CLERK II	-Vacant-	7/1	-	7/1	-	-
19	REV. COLL. CLERK II	Marie Jane G. Montinola, (05/05/14)	7/1	158,352.00	7/1	158,352.00	-
20	REV. COLL. CLERK II	Nicanor Melocoton	7/8	169,764.00	7/8	169,764.00	-
21	REV. COLL. CLERK II	Jose Pellejo	7/8	169,764.00	7/8	169,764.00	-
22	REV. COLL. CLERK II	Melchor Abajeto	7/8	169,764.00	7/8	169,764.00	-
23	REV. COLL. CLERK II	Renato Reyes	7/8	169,764.00	7/8	169,764.00	-
24	REV. COLL. CLERK II	Joselito Octaviano	7/8	169,764.00	7/8	169,764.00	-
25	REV. COLL. CLERK II	Johnna A. Mariano, (04/16/14, Jose Rustom E. Villanueva, Retired, 02/01/14)	7/4	163,140.00	7/1	158,352.00	(4,788.00)
26	REV. COLL. CLERK II	Concepcion Callejas	7/7	168,084.00	7/8	169,764.00	1,680.00
27	REV. COLL. CLERK II	Remia Jumabong	7/7	168,084.00	7/8	169,764.00	1,680.00
28	REV. COLL. CLERK II	Arnel Alvarado	7/7	168,084.00	7/8	169,764.00	1,680.00
29	COMPUTER OPERATOR I	Perlita Alvarez	7/7	168,084.00	7/8	169,764.00	1,680.00
30	REV. COLL. CLERK II	Ricardo A. Abellar	7/6	166,416.00	7/6	166,416.00	-
31	REV. COLL. CLERK II	Ronnie Alvarez	7/6	166,416.00	7/7	168,084.00	1,668.00
32	CLERK III	-Vacant- (Marie Jane G. Montinola, Promoted 05/05/14)	6/3	150,252.00	6/1	147,300.00	(2,952.00)
33	BILL COLLECTOR	Elsa Dulaca	5/8	146,904.00	5/8	146,904.00	-

34	BILL COLLECTOR	Raymund C. Bacule	5/4	141,168.00	5/5	142,584.00	1,416.00
35	REV. COLL. CLERK I	-Vacant- (Johnna Mariano, Promoted 04/16/14)	5/4	141,168.00	5/1	137,016.00	(4,152.00)
36	REV. COLL. CLERK I	Rey Guzon	5/6	144,000.00	5/7	145,452.00	1,452.00
37	REV. COLL. CLERK I	-Vacant- (Gabriel Julio B. Perida, Promoted 04/16/14)	5/3	139,776.00	5/1	137,016.00	(2,760.00)
38	BILL COLLECTOR	Emmanuel Baylen	5/7	145,452.00	5/7	145,452.00	-
39	BILL COLLECTOR	Lallaine Pereira	5/7	145,452.00	5/7	145,452.00	-
40	BILL COLLECTOR	-Vacant- (Kitchie J. Alvarado, Promoted 04/16/14)	5/4	141,168.00	5/1	137,016.00	(4,152.00)
41	BILL COLLECTOR	-Vacant- (Alma Toquirre, Promoted 04/16/14)	5/3	139,776.00	5/1	137,016.00	(2,760.00)
42	CLERK II	Cherry C. Canastillo	4/3	130,020.00	4/3	130,020.00	-
43	CLERK II	Emee T. Alvarez	4/3	130,020.00	4/3	130,020.00	-
44	CLERK I	Ryan Makilan	3/3	120,960.00	3/3	120,960.00	-
45	CLERK I	-Vacant-	3/1	118,572.00	3/1	118,572.00	-
46	CLERK I	Ma. Emie Sepanton	3/3	120,960.00	3/4	122,160.00	1,200.00

MARKET COLLECTION DIVISION

47	MARKET SUPERVISOR IV	-Vacant-	22/1	486,228.00	22/1	486,228.00	-
48	MARKET SPECIALIST I	Joemar Bimbao	11/3	215,712.00	11/4	217,860.00	2,148.00
49	REVENUE COLLECTION CLERK II	Rommel Garbanzos	7/8	169,764.00	7/8	169,764.00	-
50	REVENUE COLLECTION CLERK II	Gabriel Julio B. Perida, (04/16/14)	7/1	158,352.00	7/1	158,352.00	-
51	REVENUE COLLECTION CLERK II	Kitchie J. Alvarado, (04/16/14)	7/1	158,352.00	7/1	158,352.00	-
52	DRIVER I	Mauro C. Ramos	3/4	122,160.00	3/4	122,160.00	-

53	UTILITY WORKER I	Freddie M. Bautista	1/3	104,664.00	1/3	104,664.00	-
54	UTILITY WORKER I	Mildred Dreyfus	1/7	108,912.00	1/8	110,004.00	1,092.00
55	UTILITY WORKER I	Pinky Degala	1/6	107,832.00	1/7	108,912.00	1,080.00
56	UTILITY WORKER I	Serina Lagdamat	1/7	108,912.00	1/7	108,912.00	-

TOTAL OFFICE OF THE CITY TREASURER				10,399,188.00		10,413,984.00	14,796.00
---	--	--	--	----------------------	--	----------------------	------------------

Prepared:

TRICIA Y. MATTI, MGS
Human Resource Management Officer IV

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor

FUNCTIONAL STATEMENTS, OBJECTIVES and EXPECTED RESULTS

Department/ Office: OFFICE OF THE CITY TREASURER

Budget year: 2015

I. FUNCTIONAL STATEMENT

1. Certify as to availability of funds.
2. Implement tax collection and enforcement program.
3. Prepare and submit quarterly report on Income and Expenditures and other reports using the form prescribed by Bureau of Local Government Finance (BLGF).
4. Prepare a certified list of all real property tax delinquencies which remained uncollected or unpaid for at least one (1) year in jurisdiction.
5. Examine the Book of Accounts and pertinent records of Businessmen.
6. Attend sessions of the Sanggunian as the need requires the presence of the City Treasurer.
7. Exercise such other powers and perform such other duties and functions as maybe prescribe by law or ordinance.

II. OBJECTIVES

1. To enhance collection effectively.
2. To achieve maximum efficiency and effectiveness of the Revenue Generation Program as well as Office management
3. To strengthen the economic, financial and fiscal capabilities of Local Government Units and enhance their awareness of financial soundness and fiscal responsibility.
4. To provide technical assistance to LGU on treasury and assessment operations..
5. To promote transparency in the Local Government Unit financial and fiscal transactions.

III. PROGRAMS/PROJECTS/ACTIVITIES

Reference Code	Program/Activity/Project Description	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
					From	To
1	2	3	4	5	6	
1	1.0 LGU Rev. Generation & Resource Mobilization Tax Collection 1.1.1 Real Property Tax	300,000	90% Collection Efficiency	P 93,359,955.20	January 2015	December 2015
2	1.1.2 Business Taxes & other Local Taxes	150,000	95% Collection Efficiency	P 18,667,421.00	January 2015	December 2015
3	1.1.3 Fees and Other Charges & Public Enterprise	300,000	95% Collection Efficiency	P 52,975,238.00	January 2015	December 2015
4	1.2 Enhance Revenue Generation through IT	200,000	95% Efficiency	Computerized generation of tax bills/official receipts. Send out demand letters/notice of delinquency/tax bills.	January 2015	December 2015
5	1.3 Enhancement of Tax Collection	300,000	90% Efficiency	90% Cash advance liquidated	January 2015	December 2015
6	2.0 Fiscal Accountability and Discipline 2.1 Liquidate cash advances	50,000	90% Effective	95% of daily collection remitted	10 days after withdrawal of cash advances	
7	2.2 Ensure prompt remittance of collection	50,000	90% Effective	95% of payroll/vouchers received	2 days after collection date	

Reference Code	Program/Activity/Project Description	Cost	Performance/ Output Indicator	Target	Implementation Schedule	
					From	To
8	2.3 Pay valid payrolls/vouchers	15,000	90% Effective	95%of withdrawals/collections	2 days after receipt	
9	2.4 Withdraw/deposit of funds collected	25,000	90% Effective	95% of withdrawals/collections	2 days after receipt	
10	3.0 LGU Capability Building 3.1 Send employees to trainings and seminars	150,000	90 % Effective	8 employees	January 2015	December 2015
11	4.0 Internal Administration 4.1 Conduct performance evaluation of employees	10,000	90 % Effective	All CTO Personnel	June 2015	December 2015
12	5.0 Implementation of Special Projects 5.1 Establish One-Stop 5.2 Networking between Treasury, Assessment and Accounting (Maintenance)	20,000 20,000	90% Effective 100% accurate	50% reduced processing time 90% of transactions encoded	Jan. 2015 5 days after transaction date	Mar. 2015

Prepared:

RUBEN E. BALBOA
City Treasurer

Reviewed:

ERNESTO E. VARRERA
City Budget Officer

Approved:

RAMON D. TORRES
City Mayor